



Temporary Reduced Hours

Senate Bill 128 of 2021 changed the existing processes for dealer hours requirements for A and B dealers. The most notable changes include:

- At least 15 hours of the required 30 hours must be between the hours of 8 a.m. and 5 p.m., Monday through Friday.
- A dealer may change hours to less than 30 hours per week for up to 4 weeks per year if the dealer notifies the department at least 7 days prior to the change.
- The department must waive the 7-day notification for “good cause, including, but not limited to, a medical emergency or other extenuating circumstances.”

As of Jan. 19, 2022, e-Services has been updated to reflect the new requirements. This document explores the changes dealers will see on e-Services. One such change is the ability to reduce your hours below the 30 hours per week. This includes reducing your hours to zero.

Temporary Reduced Hours

The Temporary Reduced Hours activity allows dealers to set the duration of their temporary reduced hours. Dealers are allowed to be open less than 30 hours, in one-week segments, for no more than 4 weeks a year. Dealers must submit their temporary reduced hours at least 7 calendar days in advance.

To submit or amend temporary reduced hours:

1. Select the **More...** hyperlink.
2. Select the **Update Temporary Business Hours** hyperlink under the Information section.
3. The Temporary Reduced Hours panel is displayed along with a table detailing the temporary reduced hours.
 - a. **Temporary Reduced Hours panel:** This displays the number of weeks used in the current and following year. Select the **Add Temporary Hours button** to submit new temporary hours.
 - b. **Temporary Reduced Hours table:** This displays the already submitted temporary reduced hours. The table includes the start and end date of the reduced hours, the number of weeks with reduced hours, the new reduced hours, and hyperlinks to **Edit** or **Remove** the reduced hours. Note these hyperlinks do not display if the week of reduced hours already passed.



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2021: 3 weeks have been used

2022: 2 weeks have been used

Requests that start in less than 7 days cannot be edited or removed. Contact the Business Licensing Section at Licensing@michigan.gov if you have any questions.

[Add Temporary Hours](#)

Start	End	# of Weeks	Hours	Show History	
30-Jan-2022	12-Feb-2022	2	MON: 09:00 AM - 02:00 PM TUE: 09:00 AM - 02:00 PM WED: 09:00 AM - 02:00 PM THU: 09:00 AM - 12:00 PM 01:00 PM - 04:00 PM FRI: 09:00 AM - 12:00 PM 01:00 PM - 04:00 PM	Edit	Remove
26-Dec-2021	01-Jan-2022	1	FRI: 07:00 AM - 12:00 PM 01:00 PM - 05:00 PM SAT: 07:00 AM - 12:00 PM 01:00 PM - 05:00 PM	Edit	Remove
12-Dec-2021	25-Dec-2021	2	Closed All Week	Edit	Remove

4. If a dealer needs to submit new reduced hours, select the **Add Temporary Hours** button. Otherwise, edit or remove the already submitted hours by selecting the **Edit** or **Remove** hyperlinks.
 - a. **Note:** If the dealer already designated 4 weeks of reduced hours, an error displays informing the dealer they already used the allowable number of weeks and must maintain normal business hours for the remainder of the year.
 - b. **Note:** All adds, edits, and removals must be done at least 7 days prior to the start date of the reduced hours. If there is an emergency situation where a dealer cannot give a 7-day notice, contact the Business Licensing Section at Licensing@Michigan.gov.
5. The Temporary Dealer Business Hours activity is displayed. Select the **Next** button.
6. Enter the reduced hours information.
7. Select the **Next** button.
8. Review the summary and then select the **Submit** button.